Executive Council Meeting Agenda

September 25, 2026 | 2:30 pm - 4:30 pm | 1408

Purpose Statement: *Executive Council will meet and create a supportive environment in which to exchange information, solve problems, coordinate efforts, and create improvements that will benefit the college.*

Members

- Dr. Frost, CEO/Dean
- Ms. Quincie Jones, Executive Director of Career and Technical Education
- Ms. Carmen Roberts, Executive Director of Finance & Administration
- Mr. Troy Stoddard, Executive Director of Student Services
- Mr. Philip Carr, Executive Director of Technology and Operations
- Mr. Scott Thompson, Executive Director of Community Relations
- Dr. Eleazar Ortega, Director, Institutional Research and Effectiveness
- Dr. Elfriede Neber, Interim Executive Director of Instruction
- Ms. Kristi Voboril, Senior Executive Assistant

Guests

- Guest(s):

Agenda

Time	Topic	Responsible	Outcome
5 min	EC minutes from 9.10.26	Dr. Frost	Review and approve
5 min	Call for Additional Agenda Items	Dr. Frost	Review and approve
10 min	College Council Planning  College Council Agenda 10.02.26.do	Dr. Frost	Discussion
10 min	Suggestion Box: Staff Sugg – Student Sugg –	Dr. Frost	Discussion
15 min	Dual Credit Reporting Requirement	Dr. Frost	Discussion
5 min	Staff Senate Update	Dr. Frost	Informational
10 min	Policies:	Ms. Roberts	Review and approve
5 min	Service Hours	Dr. Frost	Discussion
10 min	BOR Update	Dr. Frost	Informational
5 min	Position approval – CNA instructor	Ms. Jones	Approval
5 min	OCHE update regarding civil rights audit	Dr. Ortega	Informational
5 min	StAR update	Dr. Ortega	Discussion

Time	Topic	Responsible	Outcome
30 min	Tabletop Exercise	Mr. Carr	
5 min	Enrollment update	Dr. Ortega	Informational

Topic	Discussion	Action
EC minutes from 9.10.26	Minutes were approved as written. Posted minutes can be found here	Motion Approved Second Abstentions- none Approved- all
Call for Additional Agenda Items	None	
Otter TIps	Scott- please stop creating AI Mo's.	Scott will send a follow-up email requesting this stops.
College Council Planning	Leanne -asked for runners for Awesome otters	
Suggestion Box: Staff Sugg – Student Sugg –	NO Suggestion box	
Dual Credit Reporting.	No more OPI license needed. Instead OPI is requesting a report be completed by October. Several people will need to help compile the report. Leanne reviewed the spreadsheet. Carmen- we have a list of faculty with Class 8 licenses, who have been fingerprinted. Got approval from Dept. of Justice to receive background checks. Since faculty are in a public space with other people around no background checks. But for office hours - would need to be in a public place. Quincie; students don't have to disclose that they are dual enrollment. Leanne asked two different exec at GFPS and got two different answers about background checks. It has to be decided who will compile the report and who will keep the reports. Eleazar would be able to access info on dual enrollment through registrar's office. Eleazar would just need help with some of the course names.	Eleazar will be in charge of compiling the list. Leanne will write to OPI contact to ask future requests for reports be sent to Eleazar.
Staff Senate Update	Leanne met with Kody Gilleo and Brian Tucker regarding staff senate. Will meet next Friday to finalize plans. They plan to send out a survey of what staff need from staff senate. Not comfortable including professional staff because they are supervisors but will ask about this in survey. Cody suggested sending out a newsletter to give staff updates. Scott suggested using constant contact. They ask what they should do. Per Leanne they cannot do union stuff. No budget for food, but Leanne	

Topic	Discussion	Action
	suggested doing pot luck. Survey had been done last year, but not many responded. That's why they want to do another survey.	
Policies:	No policies	
Service Hours	Do classified staff have to take leave if they go to volunteer – for example like for Stuff the Bus. State policy allows for public service leave. It came up in the collective bargaining, but it was shut down. Carmen suggested for college sanctioned service hours we could give paid leave. Question came up if staff need to take leave to attend Mo activities. Commissioner directive coming out that employees won't have to take time off to wellness activities. Carmen suggested MO activities could be under wellness activities. Many Mo activities were moved to lunch time so more could attend. Scott suggested to are events to increase morale and retention. IF they had to take leave this would lead to resentment. An issue is coverage.	Carmen will investigate state policy on this.
BOR update	Commissioner stressed system. Sandy Bauman at 6 years is the longest term leader. There has been a lot of turnover. Stressed working as a system and being collaborative. Brock and Jeremiah are more collaborative than Dr. Cruzado was. They are rolling out a new MUS marketing campaign "Grow where you belong.: Filming in Bozeman and Missoula and Helena. Leanne asked Scott to bring up coming to GFC at his meeting with marketing. Western presented their mission statement. They mentioned there mission one in theirs and they really liked that. Got approval to present mission and values statement in May. Joe Thiel said OCHE would like to ride along as we move through this process. Wants to make sure that campus mission statements and goals are not in opposition to BOR goals. Eleazar felt this is problematic. Scott says this was discussed in communications meetings, both Western and MSUB have been doing this and has not be problematic. OCHE gets nervous before Legislative Sessions. Also wants ride-along with Executive positions. May want someone from OCHE on search committee. Applies to anyone on EC or above. Talked about prison education program. Talked about dual enrollment, but nothing really new. Quincie and Leanne will be at Golden Triangle good and Ange King will be there. People were complimentary or our campus and staff.	No action required,

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Position Approval CNA Instructor	Quincie asked for approval to advertise adjunct CNA. Quincie asked this policy be revisited so EC approval is not needed for adjuncts.	Everyone approved. Carmen will work with HR so they know EC approval is not needed.
OCHE update regarding civil rights audit	OCHE update regarding civil rights audit on Perkins Grants. . Eleazar gave update. The feds ended this. This could come back and they want to know for any piece of the civil rights audit, is our campus accessible, is marking inclusive, are we reviewing and auditing for these things. Carmen says this is addressed in new and remodeled space. Per Quincie the C3 committee checked doors to make sure they are accessible. They check up on when issues are raised. Per Scott, they were dinged for not enough diversity. Website is checked for accessibility about once per quarter. When new pages are added they run through it through accessibility checker. Scott says we do a review of any publication his department has a conversation about diversity. Tries to be as inclusive to hire	Informational
StAR Update	Eleazar said Ariel will give report at college council. Eleazar encourage reviewing section relevant for their area. Annual Report for Forging Future is on website. Metrics goal is 70%. Metrics did not have a good baseline so metrics have been really low. Carmen says we cannot use institutional funds to pay scholarships. Were hoping to dual enrollment scholarships, but this no longer allowed by BOR policy. Recommended taking it off the report. It may be possible to do exemptions for the CCRC. Carmen checking on this.	Carmen will check on CCRC exemptions re BOR waiver policy.
Tabletop Exercise	Phil provided a handout and explained how the radio controls work. Decision was made that zone stewards and crisis management team be on the same channel – EC to switch to Channel 1. Phil led a scenario where there is a report of domestic violence incident at the Talus apartments, The male has left and may have a gun, is seen heading north towards the college and 911 has been called, but police have not been able to locate him. Discussed how to communicate this to students.	
Enrollment Update.	Eleazar provided update. Dena froze census. Tableau was updated. Enrollment for dual enrollment went up. FTE increased by 7.3%. Other campuses are showing increases as well. Programs DE 71, DH increased 26 students. PN increased by 10.	

Topic	Discussion	Action

Executive Council Meeting Commitments

In the Executive Council meetings, I will:

- Be real.
- Be supportive.
- Be open-minded.
- Be mindful.
- Be curious, not judgmental.
- Speak when it is my turn.
- Use the parking lot.
- Laugh with, not at, someone.
- Use the pause button when necessary.
- Immediately address a situation and not let my thoughts or feelings fester.
- Work out any problems with the individual involved.

- Support my council members.